

Company: Agency Confidential Posting  
Job Title: Operations and Planning Manager (Oversight of Contract Services)  
Location: SF Bay Area  
Job Status: Full Time  
Contact: [Transitpro@outlook.com](mailto:Transitpro@outlook.com)

Our client, a progressive transit agency located in the San Francisco Bay Area seeks a talented self-starter to assist in the management of its contracted operations. The selected individual will manage a department of three employees and oversee a private contractor with 100+ employees.

The agency is an equal opportunity employer.

### **Desirable Qualifications**

- The applicant must have a minimum of five years' of progressively responsible experience in transit operations management. Experience with a private contractor is a plus.
- Must be technologically adept-the ability to oversee use of Dispatch, Productivity and reporting software and implement new technologies is critical.
- Strong communication skills including the ability to write evaluations, memos, SOP's and the ability to make verbal presentations to boards, committees and conduct outreach is necessary.
- Strong working knowledge of Microsoft Office and comparable applications is required.
- Leadership skills, the ability to inspire and motivate a small team of transit professionals and the interpersonal skills to work productively with other departments are a must.
- A four-year degree from an accredited university or technical college is a plus, however a work history of progressively responsible experience will be considered as equivalent.
- A familiarity with service planning principles and best practices is desired as well as an understanding of transit performance standards. The ability to effectively monitor and evaluate a private contractor is essential.

### **Compensation**

An excellent compensation package DOQ will be provided DOQ.

### **How to Apply**

Please submit the following by email to [Transitpro@outlook.com](mailto:Transitpro@outlook.com) with "Operations/Planning Manager" in the subject line.

1. A letter of interest specifically written for this position.
2. Current Resume detailing the last ten years of work experience.
3. Two (2) writing, presentation or report samples.
4. Three (3) professional references including at least one (past or present) Supervisor or Co-worker.